

# Town of Indian Shores

19305 Gulf Boulevard, Indian Shores, FL 33785  
ph 727.595.4020 fax 727.596.0050

[www.myindianshores.com](http://www.myindianshores.com)



## **TOWN COUNCIL WORKSHOP**

**AGENDA - MAY 3, 2011**

**Begins at 1:30 P.M.**

**1.0 Review/discussion of proposed preliminary Budget for FY 2011/12.**

  
**MARCIA GRANTHAM, CMC**  
**Town Clerk**

James J. Lawrence  
Mayor

Joan G. Herndon  
Vice Mayor

Carole Irelan  
Councilor

Steve Sutch  
Councilor

William F. Smith  
Councilor

E.D. Williams  
Town Administrator  
Chief of Police

Mary Karayianes  
Director of Finance  
and Personnel

Marcia Grantham  
Town Clerk

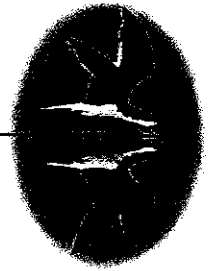
James Yacavone  
Town Attorney

Lawrence G. Nayman  
Building Code  
Administrator

# Town of Indian Shores

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**TO: INDIAN SHORES TOWN COUNCIL**  
**FROM: MARY KARAYIANES - Director of Finance and Personnel**  
**DATE: MAY 3, 2011**  
**SUBJECT: 2011/2012 BUDGET CONSIDERATIONS**

=====

The following items should be reviewed in preparation of the **2011/2012** Budget proposals:

1. **Salary & Classification Plans:**
  - a. All Non-police Employees/CPI adjustment-Admin Committee approved 0.0% COLA (No Increase/Decrease in current salary ranges)
  - b. NO Merit pool for possible merit raises based on Annual Performance Evaluation.
  - c. Fraternal Order of Police, Pinellas Lodge No. 43 Union Contract – Under negotiation
2. **Insurance**
3. **Annual Maintenance Contracts**
4. **Employee Benefits**
5. **Budget History**
6. **Millage Rate History**
7. **2011 Budget Calendar**

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Administrator

**8. Professional Services re:**

- a. **Auditor –** Davidson, Jamieson & Cristini  
Richard Cristini & Jeanine Bittinger  
1st Year of Five Year Contract (\$18,700) No Change
- b. **Attorney—** Frazer, Hubbard, Brandt, Trask & Yacavone  
James Yacavone
- c. **Consultants -** Brotherton Engineering, Inc.  
Bob Brotherton  
Information Technology Consultant  
Tom Lancto  
OPEB Actuarial Valuations  
Foster & Foster, Inc.-Bradley Heinrichs

**9. RECREATION PROGRAMS (formerly YMCA)**

- a. Current programs have been operating at no direct cost to the Town.

**10. Capital Expense**

<u>Department</u>	<u>Cost Estimate</u>
Police Vehicle Replacement	CIF purchase \$27,591
Public Service Equipment Reserve	\$10,000

For the FY11/12 Budget the current reserves were considered adequate for any equipment purchasing needs of the department.(\$52,841)

# 1. SALARY & CLASSIFICATION PLANS

TOWN OF INDIAN SHORES				
CLASSIFICATION PLAN				
Job Class Title		Minimum	Middle	Maximum
Town Administrator (Full time)	22-10	60,577	75,722	100,962
Town Administrator (Part Time)	22-10	36,714	45,892	57,365
Finance Director	33-10	57,386	71,733	86,080
Town Clerk	22-08	50,952	63,690	76,428
Admin. Asst. to Administrator / PIO	22-05			
Admin. Asst. to Bldg Off / Floodplain Mgr.	66-05			
Admin. Asst. / Deputy Town Clerk	22-07	35,342	44,178	53,014
Secretary/Admin. Asst. (Chief of Police)	55-05	30,870	38,046	45,219
Building Official	66-10	56,253	70,316	84,380
Building Clerk	66-03	28,281	35,351	42,422
Public Works Director	88-10	53,635	67,043	80,453
Public Works Supervisor	88-08	36,255	45,320	54,383
Skilled Laborer / Senior Groundskeeper <sup>(1)</sup>	88-06	28,238	34,756	41,273
Laborer / Groundskeeper <sup>(1)</sup>	88-04	22,829	28,536	34,244
Approval History:				
Original - April 4, 2006				
3.5% COLA Eff. 10-01-06				
2.5% COLA Eff. 10-01-07				
Amended - April 15, 2008				
4.3% COLA Eff. 10-01-08				
NO COLA Eff. 10-01-09				
Changes Approved by PS Comm 12-05-09 <sup>(1)</sup>				

<b>TOWN OF INDIAN SHORES</b>				
<b>C. P. I. - W HISTORY</b>				
<b>YEAR</b>	<b>CPI NATIONAL AVERAGE</b>	<b>CPI COUNCIL APPROVED</b>	<b>DIFFERENCE</b>	
1984	3.80% *	0% - Established Salary Plan	N/A	
1985	1.10%	2.00%	+	0.9%
1986	4.40%	4.00%	-	0.4%
1987	4.30%	2.00%	-	2.3%
1988	4.60%	3.00%	-	1.6%
1989	6.10%	4.50%	-	1.6%
1990	5.00%	5.50%	+	0.5%
1991	3.10%	3.10%		0.0%
1992	3.00%	3.50%	+	0.5%
1993	2.70%	3.00%	+	0.3%
1994	2.70%	3.00%	+	0.3%
1995	2.50%	2.00%	-	0.5%
1996	3.30%	3.00%	-	0.3%
1997	1.60%	0% - (2% to retirement)	N/A	
1998	1.90%	Revised Salary Plan	N/A	
1999	2.70%	increase to Retirement	+	0.3%
2000	3.40%	3.40%		0.0%
2001	1.60%	2.00%	+	0.4%
2002	2.40%	3.00%	+	0.6%
2003	1.90%	3.00%	+	1.1%
2004	3.30%	3.00%	-	0.3%
2005	3.50%	3.50%		0.0%
2006	3.50%	3.50%		0.0%
2007	2.40%	2.50%		0.10%
2008	4.30%	4.30%		0.00%
2009	-0.50%	0.00%	+	0.50%
2010	3.40% **	0.00%	-	3.40%
2011	1.70%			
<b>** 0.00% Approved on 3/01/10 by the Administration &amp; Finance Committee for recommendation to Town Council.</b>				
<b>NOTE: CPI -W RATE AS OF DECEMBER 31 FOR THE UPCOMING FISCALYEAR CPI EFFECTIVE 10/01 OF THE LISTED YEAR</b>				

## 2. INSURANCE

TOWN OF INDIAN SHORES, FLORIDA							
SCHEDULE OF INSURANCE IN FORCE							
OCTOBER 1, 2010 TO SEPTEMBER 30, 2011							
Type of Coverage	Policy Number	Company	Co-Insurance	Amount	Term		Premium
					From	To	
<b>Comp. Gen Liab</b>	FMIT #0279	Fla. Munic Ins.		1,500,000	10/1/2010	9/30/2011	55,096.00
<b>Bodily Injury</b>		Trust					
<b>Prop Damage</b>							
<b>Pers Injury</b>							
<b>Specific Excess</b>	FMIT #0279	Fla. Munic Ins.		1,500,000	10/1/2010	9/30/2011	W/Gen Liab
<b>Endorsement</b>		Trust					
<b>Employers Liability</b>		Fla. Munic Ins.		100/100/500	10/1/2010	9/30/2011	W/Gen Liab
		Trust					
<b>Law Enforcement</b>	FMIT #0279	Fla. League		1,500,000	10/1/2010	9/30/2011	
<b>Officers Prof. Liability</b>							
<b>Pub. Off. &amp; Empl.</b>	FMIT #0279	Fla. Munic Liab	2,500 deductible	1,500,000	10/1/2010	9/30/2011	
<b>Legal Liability w/3 yrs</b>		Self Ins. Fund	& O prior act deductib				
<b>prior acts coverage &amp;</b>							
<b>EPL endorsement</b>							
<b>Workers Comp</b>	FMIT #0279	Fla. Munic Ins.		Statutory	10/1/2010	9/30/2011	22,158.00
		Trust					
<b>Auto Physical</b>	FMIT #0279	Fla. Munic Ins.	500 deductible	Per Sched	10/1/2010	9/30/2011	8,091.00
<b>Damage &amp; Liability</b>		Trust					
<b>Real Property</b>	FMIT #0279	Fla. Munic Ins.	500 deductible		10/1/2010	9/30/2011	9,856.00
<b>Personal Property</b>		Trust					
<b>Inland Marine</b>	FMIT #0279	Fla. Munic Ins.	250 deductible				
		Trust					
<b>Electronic Data</b>	FMIT #0279	Fla. Munic Ins.	500 deductible				
		Trust					
<b>Glass</b>	FMIT #0279	Fla. Munic Liab		Per Sched			
		Self Ins. Fund					
							\$ 95,201.00
<b>Special Event</b>	Essex	Fla. Munic Ins.		1,000,000	5/13/2010	5/13/2011	1,802.85
<b>General Liability</b>	3CU2060	Trust					
<b>w/Terrorism Coverage</b>		Excludes Liq Liab					
<b>See locations w/site coverage</b>							
<b>AD&amp;D, D-5</b>	SRG 9043155 thru FLC	AIG Life FMIT		60,000 180,000	10/1/2010	9/30/2011	850.00
<b>Employee Dishonesty</b>	Bond #0601 68802741	Western Surety	Employee	26,000	1/2/2011	1/2/2012	101.30
<b>Bonds</b>	Bond # 68767998	Western Surety	Police	10,000	9/15/2010	9/15/2011	
		Agent: Mitchell					
<b>Windstorm with</b>	1383068	Citizen's Property	1000 deductible	Real	3/25/2011	3/25/2012	8,485.00
<b>Added coverages</b>		Insurance Co	or 3% of damage	1,710,500			
<b>for awning &amp;</b>		Agent: Mitchell	of Hurricane	Contents			
<b>carport</b>				177,000			
<b>Standard Flood Ins.</b>	09 1169116758 00	Fidelity National	5,000	118,100	10/15/2010	10/15/2011	CANCELLED
<b>Maint. Bldg - 19305 Gulf Blvd.</b>		Prop & Casualty					
		Agent: Mitchell					
<b>New Pub. Serv. Bldg</b>	09 7700287280 02	Fidelity National	1,000	331,800	12/22/2010	12/22/2011	977.00
		Prop & Casualty		12,800			
		Agent: Mitchell					
<b>Town Hall Bldg</b>	09 1150116759 00	Fidelity National	5,000	500,000	10/15/2010	10/15/2011	6,129.00
<b>19305 Gulf Blvd.</b>		Prop & Casualty		176,800			
		Agent: Mitchell					
<b>Nature Refuge</b>	09 7700246475 02	Fidelity National	1,000	221,400	10/23/2010	10/23/2011	854.00
<b>Restrooms &amp;</b>		Prop & Casualty					
<b>Pavilions - 19019 Gulf Blvd (Rec Area)</b>		Agent: Mitchell					
							<b>Total</b>
							<b>\$ 114,400.15</b>

### 3. ANNUAL MAINTENANCE CONTRACTS AND AGREEMENTS

#### TOWN OF INDIAN SHORES MAINTENANCE/SUPPORT AGREEMENTS

VENDOR	DESCRIPTION	AMOUNT
Zeno Office Solutions	Copy Machine Lease	\$ 2,675
Zeno Office Solutions	Annual Maintenance - Copy Machine	1,000
Professional Services	I. T. ; Engineering & Actuary	37,500
Fund Balance	Software Support	3,200
Pitney Bowes	Postage Machine	1,400
Verizon Florida Inc.	Telephone System	1,525
Municipal Code	Ordinance Codification	2,000
Image One	Annual Large Scanner Maintenance	2,195
Castles to Cottages	Town Hall Cleaning & Floor Maintenance	4,150
Siemens	Fire alarm Monitoring	1,500
Coastal Service & Supply Inc.	Generator Service	401
Pinellas County	Traffic Signal Maint.	7,000
Waste Services of Fl. Inc	RECYCLE	2,035
Alsco	Uniform Service	2,500
Pinellas County Sheriff	Radio Dispatch	14,500
	<b>TOTAL</b>	<b>\$ 83,581</b>

NOTE: Some of these agreements will be voided with the construction of the new Municipal Center.  
The Indian Shores Town Hall will be demolished when the new building is completed.

#### 4. EMPLOYEE BENEFITS

### 2011/2012 TOWN OF INDIAN SHORES SUMMARY OF BENEFITS

#### HOLIDAYS:

- |                     |                                  |
|---------------------|----------------------------------|
| 1. NEW YEARS DAY    | 6. THANKSGIVING DAY              |
| 2. MEMORIAL DAY     | 7. DAY FOLLOWING<br>THANKSGIVING |
| 3. INDEPENDENCE DAY | 8. CHRISTMAS DAY                 |
| 4. LABOR DAY        | 9. TWO (2) PERSONAL DAYS         |
| 5. VETERAN'S DAY    |                                  |

#### ANNUAL LEAVE:

Earned by full time employees on the basis of continuous length of service.

<u>YRS. OF SERVICE</u>	<u>HR'LY RATE EARNED BIWEEKLY</u>
Less than 5	4
5 - 10	5
10 - 15	6
15 - 20	7
20 & over	8

No more than 240 hrs. of annual leave may be carried forward from one fiscal year to the next.

#### SICK LEAVE:

Earned by full time employees on the basis of continuous length of service.

<u>YRS. OF SERVICE</u>	<u>HR'LY RATE EARNED BI-WKLY</u>
Less than 15	4 hours = 13 working days per year.
15 years and over	6 hours = 18 working days per year.

An employee who does not use all of his or her accrued sick leave by the end of the twenty-sixth (26<sup>th</sup>) biweekly period in any fiscal year may carry forward to the next fiscal year up to eight hundred (800) hours of unused sick leave, plus one year's sick leave for potential use to allow them to remain at the 800 hours level for cash-out purposes. Any employee, who separates employment from the Town other than for cause and who, at the time of separation has 800 accrued hours of sick leave, will be paid for one hundred and twenty (120) hours.

Except as provided above, any employee who separates employment with the Town for any reason loses, and shall not be compensated for, all unused sick leave.

#### UNPAID LEAVE:

After six (6) months of employment with the Town and when an employee has exhausted all accrued annual sick leave. Four (4) months for personal or health reasons.

**EMERGENCY LEAVE:**

Three (3) days of emergency leave with pay per calendar year for emergencies involving the employee's immediate family.

**MILITARY LEAVE:**

Seventeen (17) paid calendar days in any one calendar year for the purpose of undergoing training if employee is a member of one of the National Guard of the United States Armed Forces Reserve Components.

**CIVIL DUTY LEAVE:**

Five (5) days with compensation less any amount received as compensation for serving as a juror or witness.

**INSURANCE:**

**HEALTH AND LIFE INSURANCE**

The Town contributes 100% of premium for Health Insurance coverage for the employee only along with 100% of premium for \$50,000 of Life Insurance and AD&D per regular full-time employee. For Department Heads the Town contributes 100% of the premium for up to \$200,000 of Life Insurance depending upon the age of the department head.

**DISABILITY INSURANCE**

The Town pays for a disability income policy for regular full time employees, except Department Heads, who have completed six months of employment.

**DENTAL INSURANCE**

The Town contributes 100% of the premium payments for Dental coverage per full-time employee.

**QUALIFIED RETIREMENT PLAN:**

**General Employees:** A thirteen (13) percent of salary contribution is made by the Town in the employee's name to a 401a qualified retirement plan. Employees are 100% vested after five (5) years. Employees are required to make a seven (7) percent mandatory contribution.

**Police Employees:** The Town contributes a sufficient amount to fund the Plan as an actuarial study determines. The employee contributes a mandatory 5% and the State of Florida contributes under Florida Statutes, Chapter 185.

**SOCIAL SECURITY:**

All employees are covered by social security.

**TUITION REIMBURSEMENT:**

A tuition reimbursement policy is available to full time employees.

Complete guidelines for eligibility are listed in the policy.

**WORKER'S COMPENSATION:**

The Town provides all employees' employment connected disability coverage.

**UNIFORM ALLOWANCE:**

The Town pays all Police Officers \$125.00 semi-annually for uniform maintenance.

**UNION:**

Police Officers are under the protection of the Police Union.

**EMPLOYEE ASSISTANCE PROGRAM (EAP):**

Administered through Baycare Life Management for all employees and their eligible dependents for confidential assessment, evaluation and problem resolution assistance. Help is available for: Marital/Family/Relationship Issues Emotional/Stress related Issues Alcohol/Drug Related Issues

Updated March 2010

## 5. BUDGET HISTORY

Town of Indian Shores Historical Budget Review						
Fiscal Year	General Fund Budget	General Fund Revenue Actual	General Fund Expenditures Actual	Excess of Revenues Over (Under) Expenditures	Comments	
1983	1984	619,540	657,723	590,847	66,876	
1984	1985	667,905	701,223	670,793	30,430	
1985	1986	677,319	763,770	732,899	30,871	Hurricane Elena
1986	1987	750,583	751,080	740,028	11,052	
1987	1988	832,118	779,926	835,783	(55,857)	49,000 trans. Budgeted
1988	1989	791,314	802,826	846,241	(43,415)	Employee exit pay
1989	1990	856,032	891,414	799,371	92,043	
1990	1991	941,129	917,793	895,869	21,924	
1991	1992	959,896	916,246	926,470	(10,224)	Transfer budgeted
1992	1993	963,622	941,267	932,555	8,712	
1993	1994	1,022,653	1,018,067	1,014,565	3,502	
1994	1995	1,132,506	1,064,592	1,107,977	(43,385)	Start PD 185 & buy parking machine equip
1995	1996	1,259,417	1,244,714	1,242,477	2,237	
1996	1997	1,259,141	1,252,349	1,240,704	11,645	
1997	1998	1,464,127	1,469,255	1,395,413	73,842	Construction increase
1998	1999	1,912,150	1,411,345	1,428,811	(17,466)	General Fund Balance Transfer Budgeted
1999	2000	1,364,282	1,314,339	1,368,168	(53,829)	General Fund Balance Transfer Budgeted
2000	2001	1,634,583	1,630,190	1,535,153	95,037	Construction increase
2001	2002	1,786,217	1,574,700	1,702,080	(127,360)	Funds used to build new public service bldg
2002	2003	1,708,112	1,704,975	1,665,288	39,687	Swfwmd project not completed
2003	2004	1,945,088	1,977,191	1,758,333	218,858	Phase I Stormwater completed
2004	2005	2,427,766	2,635,614	2,155,864	479,750	Undergrounding construction began-Stormwater Projects ongoing
2005	2006	2,751,737	3,071,701	2,205,453	866,248	Undergrounding & Stormwater Projects ongoing
2006	2007	3,046,228	3,150,591	2,086,116	1,064,475	Budgeted Transfers for Capital Projects
2007	2008	3,233,941	3,047,600	3,042,982	4,618	Undergrounding % PH III Stormwater complete Building Construction slow; Amendment #1 Limitations on Maximum Millage; Falling Property Values
2008	2009	2,666,517	2,850,106	2,146,090	311,372	Continued reduction in Property Values; Close scrutiny of needed expenditures
2009	2010	2,564,782	2,728,369	2,178,882	(1,168,166)	Continued reduction in Property Values; Begin construction of Municipal Center (Transfer of General Fund Reserve for Construction)
Fund Balance: 9/30/2005			1,350,616			
Fund Balance: 9/30/2006			1,958,885			
Fund Balance: 9/30/2007			2,352,054			
Fund Balance: 9/30/2008			2,356,672			
Fund Balance: 9/30/2009			2,668,044			
Fund Balance: 9/30/2010			1,499,878			

## 6. MILLAGE RATE HISTORY

### MILLAGE RATE HISTORY

- FY 1983/84 - Resolution 11-83. Millage rate adopted 1.1770 (Does not exceed rolled-back rate.)
- FY 1984/85 - Resolution 9-84. Millage rate adopted 1.189 (Does not exceed rolled-back rate.)
- FY 1985/86 - Resolution 6-85. Millage rate adopted 1.204 (Does not exceed rolled-back rate.)
- FY 1986/87 - Resolution 12-86. Millage rate adopted 1.40 (Does exceed rolled-back rate. Increased property tax levy by 12%.
- FY 1987/88 - Resolution 2-87. Millage rate adopted 1.4153 (Changed to 1.4669 per Certification of Final Taxable Value) Does not exceed the rolled-back rate) Note: Millage rate was adjusted to 1.4669 per Certification of Final Taxable Value. See Minutes of Council Meeting on 13 October 1987 whereby initial millage rate of 1.4153 was adjusted to 1.4669.
- FY 1988/89 - Resolution 9-88. Millage rate adopted 1.5968 (Does exceed rolled-back rate).
- FY 1989/90 - Resolution 8-89. Millage rate adopted 1.7500 (Does exceed the rolled-back rate)
- FY 1990/91 - Resolution 10-90. Millage rate adopted 1.7500 (Exceeds the rolled-back rate by 4.5%)
- FY 1991/92 - Resolution 17-91. Millage rate adopted 1.7326 (Exceeds the Rolled-back rate.)
- FY 1992/93 - Resolution 8-92. Millage rate adopted 1.7129 (Exceeds the Rolled-back rate.)
- FY 1993/94 - Resolution 9-93. Millage rate adopted 1.7129 (Does exceed the rolled-back rate)
- FY 1994/95 - Resolution 11-94. Millage rate adopted 1.7129 (Does exceed the rolled-back rate)
- FY 1995/96 - Resolution 7-95. Millage rate adopted 1.7129 (Does exceed the rolled-back rate)
- FY 1996/97 - Resolution 12-96. Millage rate adopted 1.7129 (Does exceed the rolled-back rate)
- FY 1997/98 - Resolution 11-97. Millage rate adopted 1.7129 (Does exceed the rolled-back rate)
- FY 1998/99 - Resolution 7-98. Millage rate adopted 1.7129 (Does exceed the rolled-back rate)
- FY 1999/00 - Resolution 11-99. Millage rate adopted 1.7129 (Does exceed the rolled-back rate)
- FY 2000/01 - Resolution 18-2000 Millage rate adopted 1.7129 (Does exceed the rolled- back rate)
- FY 2001/02 - Resolution 15-01 Millage rate adopted 1.7129 (Does exceed the rolled-back rate)
- FY 2002/03 - Resolution 15-02. Millage rate adopted 1.7129 (Does exceed the rolled-back rate)
- FY 2003/04 - Resolution 8-03 Millage rate adopted 1.7129 (Does exceed the rolled-back rate)
- FY 2004/05 - Resolution 8-04 Millage rate adopted 1.7129 (Does exceed the rolled-back rate)
- FY 2005/06 - Resolution 13-05 Millage rate adopted 1.7129 (Does exceed the rolled-back rate)
- FY 2006/07 - Resolution 16-06 Millage rate adopted 1.6700 (Rolled-back rate = 1.2700)
- FY 2007/08 - Resolution 9-2007 Millage rate adopted 1.6000 (Rolled-back rate = 1.7621)  
(adopted 9.2% less than the Rolled-back rate)
- FY 2008/09 - Resolution 12-2008 Millage rate adopted 1.6000 (Rolled-back rate = 1.8560)  
(adopted 13.79% less than the Rolled-back rate)
- FY 2009/10 - Resolution 9-2009 Millage rate adopted 1.7500 (Rolled-back rate = 1.9425)  
(adopted 9.91% less than the Rolled-back rate)
- FY 2010/11 - Resolution 12-2010 Millage rate adopted 1.7500 (Rolled-back rate = 1.9553)  
(adopted 10.50% less than the Rolled-back rate)

## 7. 2010 BUDGET CALENDAR

2011 BUDGET CALENDAR		
Date	Description	Reference
Tuesday March 1	Administration & Finance Committee meeting to recommend a CPI figure to the Council for approval for the Director of Finance to prepare the preliminary FY2011/2012 Budget.	
Tuesday March 22	<b>Council Meeting</b> - Chief presents the FY2010/2011 Targeted Police Budget for approval	
Friday April 1	Town notifies Redington Shores of FY2011/2012 Police Budget and renewal of Police Service Contract.	
Monday May 2	Town of Redington Shores notifies Town regarding renewal of Police Service Contract.	
Tuesday May 3 2:00 PM	<b>Council Workshop</b> to review preliminary budget considerations for FY2011/2012.	
Wednesday June 1	Property Appraiser delivers <b>Estimate of Taxable Value</b>	200.065 (7)
Friday July 1	Property Appraiser delivers <b>Certification of Taxable Value (DR-420)</b>	200.065 (1)
Tuesday July 19 2:00 PM	<b>Council Workshop</b> for discussion/review of Draft Budget for Fiscal Year 2011/2012	
Tuesday July 26 7:00 PM	<b>Special Council Meeting</b> - Determine the proposed aggregate millage rate, rolled-back rate, date, time, and meeting place of the two (2) required public hearings to adopt a tentative budget and a final budget.	
Tuesday August 2	Notify the Property Appraiser of proposed millage rate, date/time/place of 1st public hearing ( <b>return completed DR-420</b> )	200.065 (2)(b)
Monday August 22	Property Appraiser mails <b>TRIM Notices</b>	200.065 (2)(b)
Wednesday September 7 7:00 PM	<b>Special Council Meeting</b> - 1st Public Hearing to adopt a tentative millage rate and FY2011/2012 Budget	200.065 (2)c
Sunday September 18	Publish Budget Advertisement of the Town's intent to hold the final Public Hearing to adopt the final budget and millage rate	200.065 (2)(d) 200.065 (3)
Wednesday September 21 7:00 PM	<b>Special Council Meeting</b> - hold 2nd Public Hearing to adopt final budget and millage rate	200.065 (2)(d)
Friday October 21	FINAL day to Certify TRIM process to the Department of Revenue	200.068